****

**PERSON SPECIFICATION**

**Head of Planning and Analytics Advert**

**Vacancy Ref:**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential/ Desirable  | Application Form/ Supporting Statements/ Interview |
| A relevant degree or significant relevant experience in a similar role. | Essential | Application Form |
| Experience of developing data systems and analysis in support of managers and senior leaders within the higher education sector. | Essential | Application Form/ Supporting Statements/ Interview |
| A good understanding of the datasets used within UK universities and related statutory returns across student, finance and HR functions (or equivalent relevant experience). | Essential | Application Form/ Supporting Statements/ Interview |
| Experience in undertaking detailed and expert data analysis as well as the ability to advise and interrogate such undertaken by others.  | Essential | Supporting Statements/ Interview |
| The ability to prioritise and work effectively under pressure. | Essential | Interview |
| An ability to achieve outcomes through influencing others, including senior and external stakeholders. | Essential | Supporting Statements/ Interview |
| Demonstrable experience in drafting of reports to governance committees or equivalent. | Essential | Application Form/ Supporting Statements/ Interview |
| Experience of managing people. | Essential | Application Form/ Supporting Statements/  |
| Ability to explain complex statistical concepts and approaches to the management of data to individuals ranging from expert to novice. | Essential | Supporting Statements/ Interview |
| A well-developed understanding of the culture and wider operating environment of UK universities. | Desirable | Interview |
| Demonstrable experience in leading the continuous improvement of data assets in respect of quality, governance and accessibility. | Desirable | Supporting Statements/ Interview |
| Experience in leading teams drawn from different professional backgrounds. | Desirable  | Application Form/ Supporting Statements/ Interview |
| Awareness of wider sector/industry practice such as participation in relevant professional networks relevant to this work (e.g. HESPA, UCISA etc.). | Desirable | Supporting Statements/ Interview |
| A commitment to the University’s strategic objectives and an affinity with the University’s Values. | Desirable | Supporting Statements/ Interview |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicant are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.